



SPECIAL MEETING OF THE BOARD OF DIRECTORS
Ventura County Schools Business Services Authority
5189 Verdugo Way
Camarillo, CA 93012
805-383-1974

NOTICE OF SPECIAL BOARD MEETING AGENDA

Written notice is hereby given in accordance with Education Code Section 54957 that a Special Meeting of the Board of Directors of the Ventura County Schools Business Services Authority will be held on:

Friday, January 10, 2025
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order

B. Roll Call

Board:

- President:** Dr. Raul Ramirez, Mesa Union School District
- Vice President:** Dr. Marlene Batista, Mupu Elementary School District
- Clerk:** Kari Skidmore, Santa Clara Elementary School District
- Member:** Dr. Carlos Dominguez, Briggs Elementary School District
- Member:** Dr. Jesus Vaca, Somis Union School District

- Alternate:** Lindsay Winegar, Briggs Elementary School District
- Alternate:** Kim Kuklenski, Mesa Union School District
- Alternate:** Nicole Misewitch, Mupu Elementary School District
- Alternate:** Deann Hobson, Santa Clara Elementary School District
- Alternate:** Robert Fulkerson, Somis Union School District

- VCOE Staff:** Misty Key, Associate Superintendent of Fiscal and Administrative Services
- VCSBSA Staff:** Tami Peterson: Chief Business Official, Rudy Calasin: Director of School Business, Leticia Olmos: Information and Logistics Coordinator

C. Welcome Guests

D. Emergency Additions to the Agenda

E. Approval of Agenda

Motion: _____ Second: _____ Y _____ N _____ A _____

F. Approval of Minutes (Pgs.4-13)

The Chief Business Official recommends that the Board of Directors approve the October 25, 2024, November 22, 2024, and December 13, 2024, minutes as presented.

Motion: _____ Second: _____ Y _____ N _____ A _____

G. Request to Address the Board

Members of the Public that wish to address the Board must first complete a Speaker Form. Speaker Forms must be submitted no later than five (5) minutes prior to the opening of the meeting. Comments are limited to three (3) minutes. Members of the public may address the Board on any matter within the Board’s jurisdiction; however, in accordance with Education Code 35145.5, the Board cannot enter a formal discussion or make a decision on any matter not on the agenda for this meeting. The Board President is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter.

2. Action Items

A. Approval of Consent Agenda

Agenda items presented in this section compose the Consent Agenda and are routine of nature. Unless an item is moved to the Action section at the request of a board member, they will be approved by the board as a group as the first action on the agenda. Each item approved shall be deemed to have been read in full and adopted as recommended.

1) Approval of Financial Statements (Pgs. 14-18)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditure as listed on the December 1, 2024, through December 31, 2024, Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg. 19)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the December 1, 2024, through December 31, 2024, Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg. 20)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the December 1, 2024, through December 31, 2024, Board Reports.

Vote for items 5A. 1-3

Motion: _____ Second: _____ Y _____ N _____ A _____

B. New Business

1) Discussion and Action Regarding Charter Schools’ Fee Schedule and Contracts (Pgs. 21-26)

Motion: _____ Second: _____ Y _____ N _____ A _____

2) Review, Discussion, and Approval of the VCSBSA Annual Financial Audit for the Fiscal Year Ending June 30, 2024 (Pgs. 27-81)

The Chief Business Official recommends that the Board of Directors approve the VCSBSA Annual Financial Audit for the year ending June 30, 2024. The attached VCSBSA audit has been performed in accordance with the generally accepted auditing standards and the State Controller’s Minimum Audit Requirement for California Special District.

Motion: _____ Second: _____ Y _____ N _____ A _____

3) Review, Discussion, and Approval of Records Classification (Pgs. 82-84)

The documents on the attached list Item #1-36 are not permanent records originating in various fiscal years from 2021-2024. These records require a retention period longer than three (3) years and the Chief Business Official requests that these records be classified as Class 2 records.

The documents on the attached list #37-44 are permanent records originating in the fiscal year 1998-2023. These records require a permanent retention period and the Chief Business Official requests that these records be classified as Class 1 permanent records.

Motion: _____ Second: _____ Y _____ N _____ A _____

3. Closed Session

A. During this meeting the Board may adjourn to the Executive Session to review and consider the topics below:

1.) Personnel (Government Code Section 54957)

(a) Classified Personnel

4. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

February 28, 2025

May 2, 2025

June 6, 2025

5. Adjournment